



ACCOUNT SETUP

SET UP YOUR PROFILE

1. Click on your profile picture (avatar) in the top right corner, then click **Edit Profile**.
2. Enter as much profile information as you're comfortable sharing.
3. Click on the **Privacy** tab. By changing the values in the boxes, you can control how different types of users view your profile. When finished, scroll to the bottom of the page and click **Save**.
4. Click on the **Avatar & Photos** tab to add / update your photo (large) and / or avatar (small). Both must be added separately. When done, click **Finished**.

EMAIL NOTIFICATIONS

1. Click on your avatar then click **Preferences**.
2. *We recommend setting Inbox email notifications to ON and everything else to OFF.* You may leave on any custom streams. When finished, scroll down to the bottom of the page and click **Save**.

Note: When you turn on email notifications for a stream or Inbox, you will get an email every time that stream or Inbox is updated.

STREAMS

News shows *all* activity throughout CSA Communities (that isn't private) and allows you to post a status update to the entire community or specific place. Activity around *only* people/places/content you're following goes in your **Connections Stream**.

Inbox shows any activity that's directed specifically to you. This includes @ mentions, replies to discussions you're participating in, content people share with you, your latest acclaim, and direct messages.



FOLLOW, CREATE & PARTICIPATE

FOLLOW PEOPLE, PLACES AND CONTENT

Following people, places or content will ensure you receive updates in your news stream, Inbox and email (if you have email notifications turned on). When you click the **Follow** button, you can choose an activity stream to follow in. Important places and content can be followed in your community Inbox (i.e. your committee workspace, a meeting agenda, etc.)

CREATE CONTENT

Create a document to collaborate with others; capture information; create a report, agenda, or meeting notes.

Create a blog post to express a point of view; call something to others' attention; make a proposal to get feedback from others.

Start a discussion to get feedback, ask the community a question; ask for suggestions; report a problem.

Upload a file can include Office documents, PDFs and images. This option gives you an automatic preview of the document as well as the ability to add inline comments. You can download an uploaded file to your computer by clicking the Download link located under the document preview window.

SAVING DRAFTS

You can save blog posts and documents as a draft by clicking the **Save Draft** button (next to Publish). Go to **Browse > Content > Drafts** from the top navigation to see all of your saved drafts.

PARTICIPATE IN CONTENT AND DISCUSSIONS

To add a comment, simply click **Add a Comment** at the bottom of a document or discussion. You can also **Reply** to an individual message in a discussion thread or to the original question.



TIPS & TRICKS

SET UP CUSTOM STREAMS

To create a new stream, click **New Stream** from the left side of the **News** page and enter a name. Add items from Suggested People and Places, or use the search to find specific items you want to follow. You can also turn on email updates for this new stream (top of page above people/places). When ready, click **Done**.

MENTION PEOPLE, PLACES AND THINGS

By using @mention, you can bring something to the attention of people, spaces, and groups. When you are @ mentioned in a piece of content or status update, a notification of the activity will display in your community Inbox.

To insert an @mention, type the "@" symbol anywhere in your content and begin typing a name. A list of matches will open and change as you type. Use an underscore (_) as a space to narrow down the list. When you find a match, select it from the list and a link will be added into your content.

ADD INLINE COMMENTS TO A DOCUMENT

Inline comments appear over top of an uploaded file. To add, just double click on the spot in the document preview where you want to insert the comment. Inline comments and replies appear at the bottom of the page, as well as in the document preview.

FIND WHAT YOU'RE LOOKING FOR

From any piece of content, click the **Bookmark** button on the right side of the page. For quick access to your bookmarks, click the search icon (top right) and select **Bookmarks**.

To view your recent browsing history, click the search icon and select **History**.